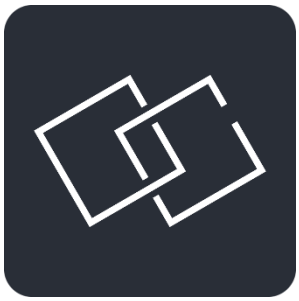

Switchboard

Electronic Logging Devices

User Manual

June 18, 2017

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ELD Installation

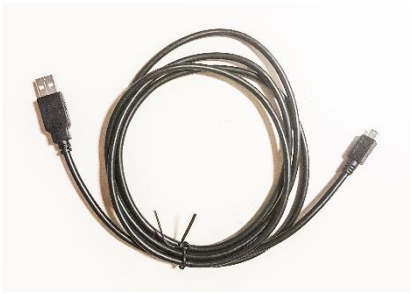
The Switchboard ELD Package comes with the following:

Android Tablet + Case

Switchboard Engine Reader

Engine Data Cable

Tablet Mount



USB Charging Cable

Lighter Plug

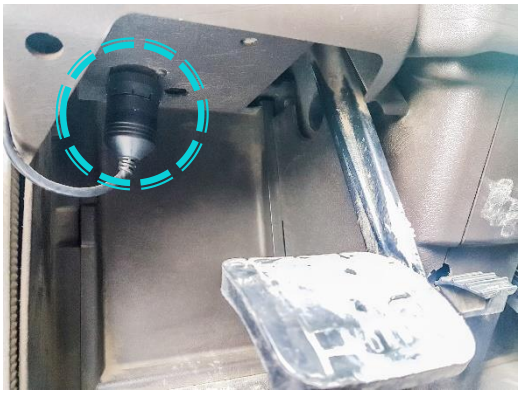
Tablet
Installation

Plug Engine Data Cable into Vehicle

The Engine Data Cable reads from your vehicle's engine, allowing Switchboard to tap into that data for the Electronic Logging Device.

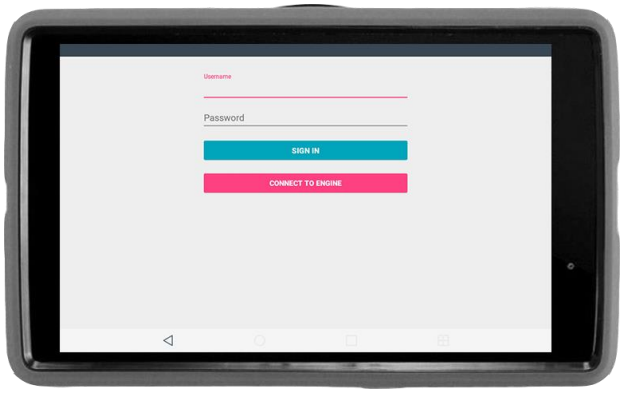
This is the Engine Data Cable. It may look slightly different depending on the type of plug for your vehicle.

The engine socket should be on the left side of the cab, by where the driver should put his left foot. On some vehicles it is on the left side of the vehicle seat.



Logging In

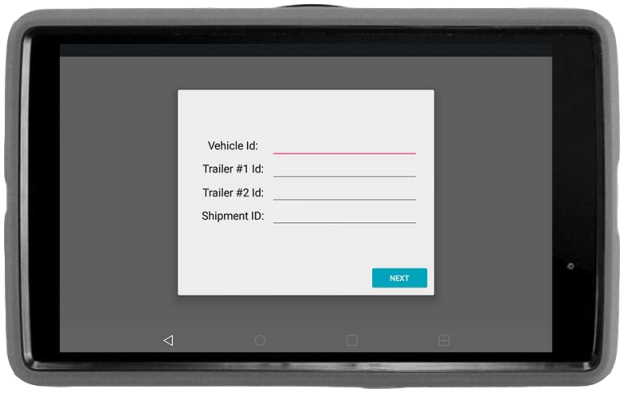
To Log In, enter your username and password in the Log In Screen.



Log In Screen

Selecting a Vehicle

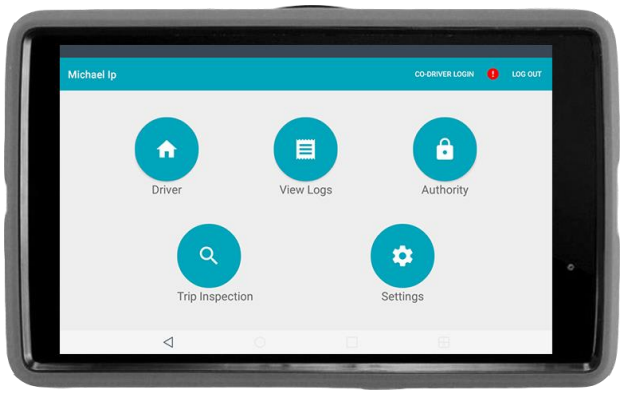
The Vehicle screen will allow the user to record which vehicle he or she is currently driving.



Vehicle Screen

Optional: entering Trailer and Shipment Ids.

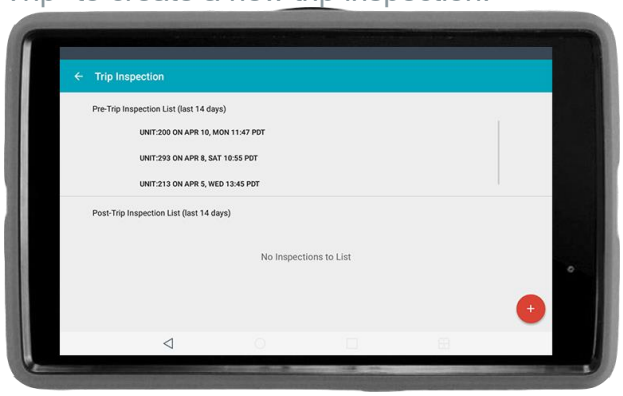
Creating a Digital Vehicle Inspection Report (DVIR)

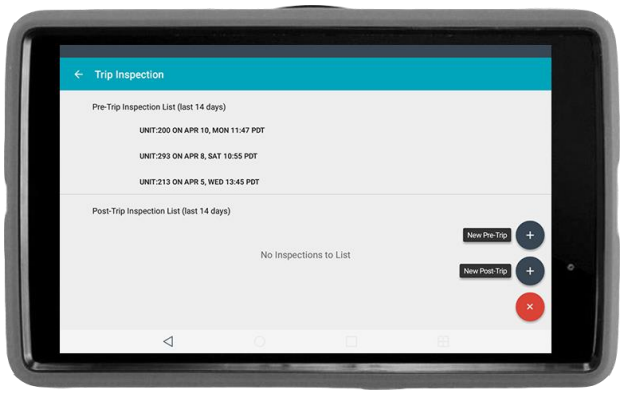


Starting an inspection from the Trip Inspection Screen

From the Trip Inspection screen, you'll be able to see the various Trip Inspections that have been completed.

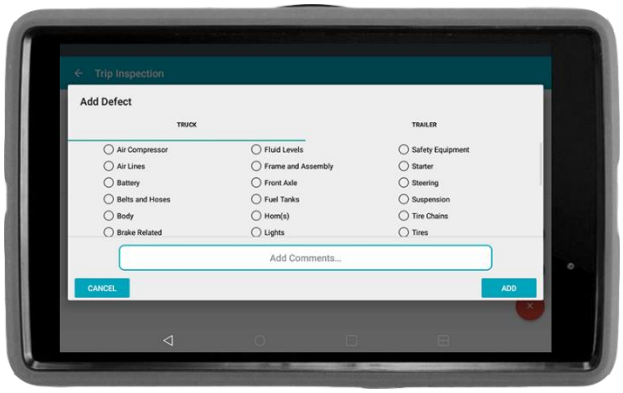
To fill out a Trip Inspection, select the red (+) button on the bottom right of the screen. Select "New Pre-Trip" or "New Post-Trip" to create a new trip inspection.





From the Trip Inspection Screen, you can enter the following information:

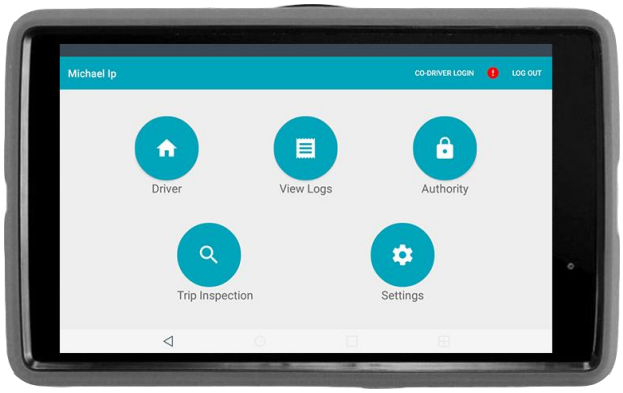
- **Vehicle ID:** The number/ID of your vehicle. To set a new vehicle, log out, then log back in.
- **Trailer ID:** The number/ID of your trailer.
- **Odometer:** The odometer reading of your vehicle. The miles/km is usually automatically entered from your Switchboard Engine Module.
- **Location:** The location of your vehicle. The location is usually automatically entered from your Switchboard Satellite GPS.



Recording a defect: If you have any defects on your truck or trailer, click “Add” for each of the defects. You will be able to enter a defect and any comments regarding that defect.
Once you are ready to complete the trip inspection, enter your name on the bottom, and select “Finish”

Setting Duty Status for Hours of Service

On the tablet, select “Driver” to go into the Driver Screen

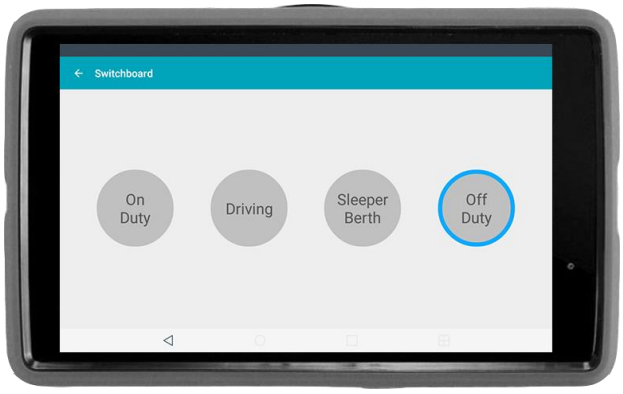


Driver Screen

Once you’re in the Driver Screen, you’ll be able to set the Duty Statuses. Here you can view simple timers on how much driving/on-duty/cycle timers you have left.

Selecting Duty Statuses

Whenever you are in each duty status, select that duty status button. For example, when you are On-Duty, press the “On-Duty” button. An annotations screen should pop up.



Annotations

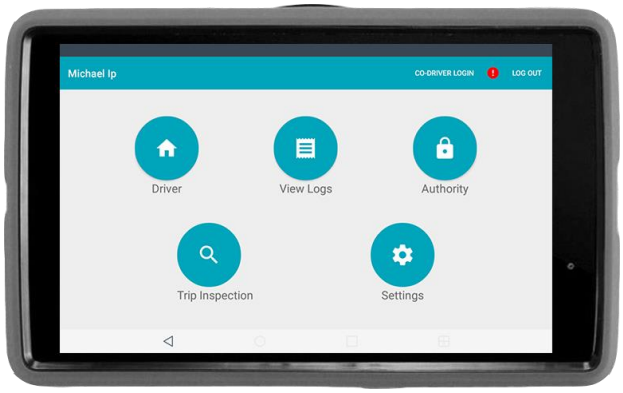
On the annotations screen, select the appropriate annotation for that duty status. For example, if you are fueling, select the “fueling” option. I fyou have any more comments, enter it at the bottom of the screen. After you are done, select “Change Duty”.

Showing Logs to Officials

Switchboard allows you to show your hours-of-service logs to the authority in 3 different ways:

- View on Tablet
- Fax Logs
- Email Logs

On the Tablet, select the “Authority” button.

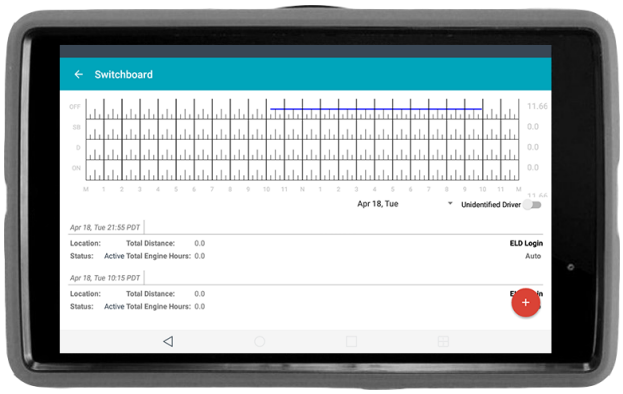


Authority Screen

The Authority Screen shows all the information that the authority will need to see regarding your logs. To see different days of the logs, select the Date (on the left side, right below the logs). You should be able to see a drop-down list of the last 14 days which the authority can view.

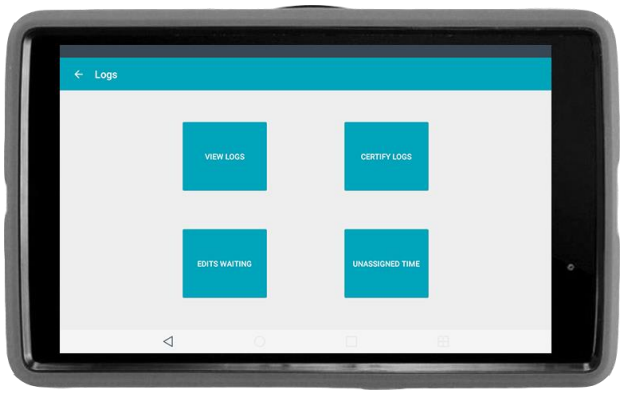
Faxing & Emailing Logs

To email logs, press “Share Logs” on the top right, and select whether you wish to fax or email the the logs. Afterwards, enter the fax number or email address that you wish to send to, and select Send.

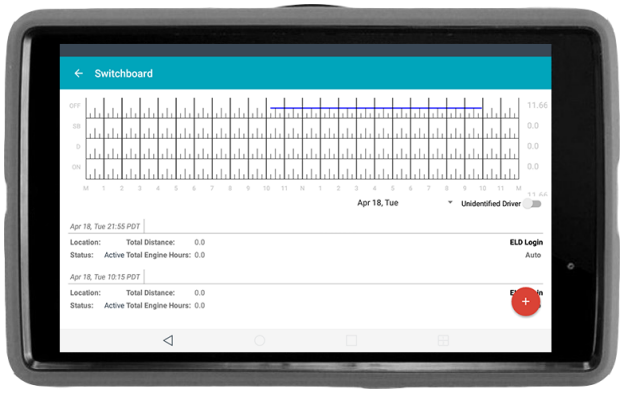

Switchboard
OFF
SB
D
ON
11.66
0.0
0.0
0.0
Apr 18, Tue
Unidentified Driver
Apr 18, Tue 21:55 PDT
Location:
Total Distance: 0.0
Status:
Active Total Engine Hours: 0.0
ELD Login
Auto
Apr 18, Tue 10:15 PDT
Location:
Total Distance: 0.0
Status:
Active Total Engine Hours: 0.0

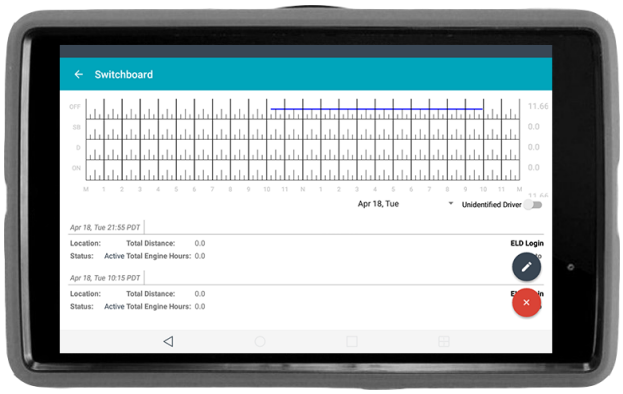
Editing Logs

On your tablet, select “View Logs”, and then select “View Logs” to bring up your Hours of Service logs graph.



On the bottom right of the screen, there should be an orange “+” symbol. Press it. Press the blue *pencil*symbol to bring up the **Edit Screen.**





To make an edit, you need to enter the following information:

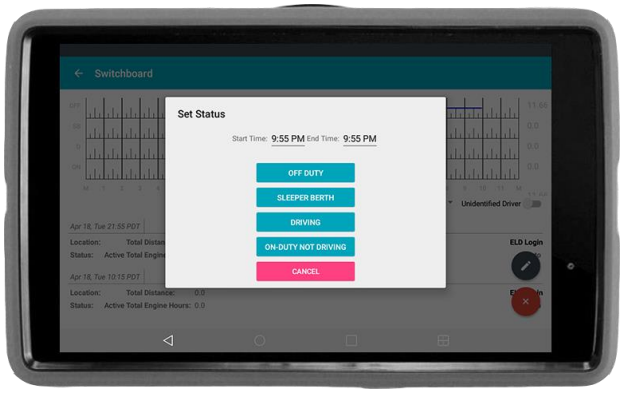
Enter Time

You will enter the start and end times to pick a section of your log that you wish to set to a particular duty status.

Fill From Start/Start Time: Pick the start time – if you wish to start from the beginning of the day, select the “Fill from Start” box.
Fill To End/End Time: Pick the end time – if you wish to end at the end of the day, select the “Fill to End” box.

Enter Duty Status

For the section of time between the “*Start Time*” and the “*End Time*“, select what **Duty Status** you wish to set the section to.



After select “Complete”, and your edit is made!